



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PARALEGAL CONSULTANT

Job Number: 20001894

Job Code: 98580V000101

Job Group: 9800 - LAW

Job Established: 09/01/1991

Job Revised: 03/16/2008

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs complex independent functions assigned by an attorney or administrative superior in researching, analyzing and writing legal documents; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in paralegal science or a bachelor's degree with a minor in paralegal studies.

EXPERIENCE:

Must have four years of experience as a paralegal.

Substitute EDUCATION for EXPERIENCE:

Completion of a two-year program in paralegal studies will substitute for the bachelor's degree requirement; OR A post-baccalaureate certificate in paralegal studies will substitute for the bachelor's degree requirement; OR A Juris Doctorate or a law degree from a college of law will substitute for the education and experience requirement.

Substitute EXPERIENCE for EDUCATION:

Experience as a paralegal will substitute for the bachelor's degree on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Conducts complex analytical research and case investigation. Interviews witnesses, drafts documents, and assists attorneys in the preparation and handling of complex cases at all stages of the case. Assumes advanced responsibility for researching and analyzing the law for drafting of legal documents such as briefs, pleadings, appeals, contracts, title summaries, affidavits, and other instruments for review and use by attorneys. Investigates facts and laws of a case to suggest causes of action, maintains case files, and assists the attorney in most aspects of case preparation for litigation, including discovery procedures, preparation of exhibits and direction of delivery of approved subpoenas. Locates witnesses. Coordinates clerical personnel work in the typing and preparation of briefs and legal documents. Keeps abreast of changes in agency or departmental laws, rules and regulations as well as state, federal and local laws relating to the area of assignment.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.